

# ITINERARY OF TRAVEL

Entity Name : \_\_\_\_\_  
Fund Cluster: \_\_\_\_\_

No.: \_\_\_\_\_

<b>Name : CESAR P. ODI</b> <b>Position: OIC, PENR Officer</b> <b>Official Station : Odiongan, Romblon</b>				<b>Date of Travel : August 15-18, 2023</b> <b>Purpose of Travel:</b> To pay courtesy with the 3 Municipal Mayors of Sibuyan Island; To attend Capacity Building of MGGNP PAMB member and PAMO Staff					
Date	Places to be visited (Destination)	TIME		Means of Transportation	Transportation	Per Diem			Total Amount
		Departure	Arrival			Meal	Incidental	Lodging	
August 15	From station to	2:00AM		Gov't. Vehicle					-
	to San Agustin Port		03:30AM	Ship	380.00				-
	to Ambulong Port	4:00AM	8:30AM		15.00				380.00
	Terminal Fee								15.00
	To Sibuyan Sub-Station	9:00AM	9:30AM	Gov't. Vehicle					-
	To San Fernando LGU	1:00PM	2:00PM	Gov't. Vehicle					-
	To Magdiwang LGU	3:00PM	4:00PM	Gov't. Vehicle		660.00	440.00		1,100.00
16-17	Still at Sibuyan					1,320.00	880.00		-
									2,200.00
18	From PAMO to Ambulong Port	9:00AM	9:30AM	Gov't. Vehicle					-
	Terminal Fee				12.00				12.00
	Ambulong to San Agustin pier	12:30PM	4:30PM	Ship	304.00	660.00	440.00		1,404.00
	back to official station		6:00PM	Gov't. Vehicle					-
									-
									-
									-
									-
					711.00	2,640.00	1,760.00	-	5,111.00

I certify that:


(1) I have reviewed the foregoing itinerary

(2) The travel is necessary to the service

(3) The period covered is reasonable and

(4) The expenses claimed are proper.

**Prepared by :**

  
**CESAR P. ODI**  
 OIC-PENR Officer

**Approved by:**

**FELIX S. MIRASOL, JR. CESO IV**  
 OIC-Regional Executive Director

*Appendix B*  
**CERTIFICATE OF TRAVEL COMPLETED**

DENR  
Agency

DENR-PENRO, Odiongan  
Station

I certify that I have completed the travel authorized in Itinerary of **Travel Order No. 719** dated **August 9, 2023** under indicated below:

☒ / Strict in accordance with the approved Itinerary.

☐ / Cut short as explained. Excess payment in the amount of P \_\_\_\_\_ was refund on O.R. No. \_\_\_\_\_ dated \_\_\_\_\_

☐ / Extended as explained below. Additional Itinerary was submitted.

☐ / Other deviation as explained.

Explanation or justification:

Evidence of travel attached hereto: Certificate of appearance and tickets are hereto attached.

Respectfully yours,

  
**CESAR P. ODI**  
OIC-PENR Officer

On evidence and information of which I have knowledge, the Travel was actually undertaken.

Approved by:

**FELIX S. MIRASOL, JR. CESO IV**  
OIC-Regional Executive Director